

Board Meeting Minutes

June 20, 2025 | 9 a.m. – 4 p.m.

Board Members Present

Denis Tsang RD
Ann Watt RD
Deion Weir RD
Dawn van Engelen RD
Galina Semikhnenko, Public Member
Navita Viveky RD
Ray D'Sa, Public Member
Santhikumar Chandrasekharan, Public Member
Teresa Taillefer RD
Susan Bodner, Public Member

Regrets

Cheryl Lake, Public Member

Staff

Melanie Woodbeck
Aneita Chang
Elaine Lew
Diane Candiotto
Lisa Dalicandro
Sarah Robinson-Yu
Jada Pierre
Anthony Leger

Guests

David Wright
Jodi Zigelstein-Yip

1. Call to Order and Land Acknowledgement

D. Tsang opened the meeting with a Land Acknowledgement.

The meeting was called to order at 9:07 a.m. by D. Tsang, Chair of the Board.

2. Learning and teaching moment: Applying an equity lens to financial decision-making

A. Chang provided an educational session on applying an equity lens to financial decision-making. A. Chang provided an overview of the types of questions to ask when using an equity lens, how to integrate EDI-B into financial policy and planning, and the risks of not applying an equity lens.

The Board discussed the College's procurement policy and highlighted the importance of selecting contractors who can carry out work for the College in alignment with our values.

Public interest rationale: Organizational learning around EDI-B is key to driving strategy, building organizational EDI-B capacity and affecting systemic change. Training in applying EDI-B to financial decision making ensures that these decisions are made in the interest of the diverse public served by CDO.

3. Management Report

M. Woodbeck presented the Q1 Management Report, outlining progress on ongoing and completed initiatives led by the CDO team and committees. The report included updates across operations and communications, professional practice, registration, governance and strategy, and risk oversight. Key highlights included preparations for CDO's upcoming transition to SharePoint, the relaunch of the Peer and Practice Assessment, and the work of the Exam Review Committee, which will recommend a pass mark for the CDRE to the Alliance.

M. Woodbeck also provided an overview of the potential "As of Right" legislation and ongoing discussions with the national Alliance about the implications.

Public interest rationale: The Board has a fiduciary duty to CDO, which includes providing assurance that the College's operations support its public protection mandate.

4. 2025 – 2026 KPIs

M. Woodbeck presented an overview of the KPIs and targets that CDO will use to track and assess progress in implementing the 2025–2029 Strategic Plan. The most critical KPIs have been identified as Tier 1 and will be prioritized for 2025–2026.

M. Woodbeck explained that over the next few months, staff will be working to map Tier 1 KPIs to determine the necessary actions, resources, and timelines required to achieve the targeted outcomes.

The KPI Dashboard, which will be used to communicate progress to the Board, was also shared. The feedback on the Dashboard was positive and there were no suggested improvements to be made.

Public interest rationale: Clearly reporting progress toward the goals outlined in the Strategic Plan through KPIs helps CDO maintain public trust and demonstrate accountability for its outcomes.



5. Board annual workplan and training calendar

The Board reviewed the proposed Board Workplan and Training Calendar for the 2025–2026 as recommended by the Executive Committee on May 21, 2025.

MOTION to approve the proposed Board workplan and training calendar for the 2025-2026 term.

Moved by: T. Taillefer

Seconded by: N. Viveky

Carried

Public interest rationale: Approving the Board Workplan and Training Calendar in advance supports effective governance by ensuring Board members are well-prepared and informed to carry out their responsibilities.

6. Board and committee annual evaluation results

The Board considered the results of the annual evaluations to determine any actions or areas for additional learning and development. It was agreed that while sufficient time was provided to complete the evaluations, the form could be shorter. The Board also noted that the opportunities for improvement identified were effectively addressed through the training sessions held during the June 19 and 20 Board meetings. Lastly, the Board suggested that feedback from the Pulse Check sessions is reflected in the annual evaluation discussion.

Public interest rationale: Evaluating board and committee performance based on member feedback guides continuous improvement and strengthens the ability to make sound decisions in the public interest.

7. Committee appointments and compositions

The Board reviewed the recommendations made by the Governance Committee on the appointments/reappointments of committee members as well as the draft committee composition for the 2025-2026 term.



MOTION to approve the appointment of the following new committee members:

- Arundhati Joshi
- Donna Hennyey
- Heather Barron
- Holly Axt
- Jacquelin Song
- Michelle Fedele

Moved by: T. Taillefer

Seconded by: S. Chandrasekharan

Carried

MOTION to reappoint the following committee members:

- Barbara Grohmann
- Hannah Chan
- Jane Lac
- Laura Bjorklund

Moved by: N. Viveky

Seconded by: T. Taillefer

Carried

MOTION to approve the draft committee composition for the 2025-2026 term.

Moved by: D. Weir

Seconded by: D. van Engelen

Carried

Public interest rationale: Appointing/reappointing committee members ensures that committees operate with a range of perspectives and experience, ensuring dietitians meet and maintain standards for high quality care and ethical, safe practice. Committee appointees are accountable for making decisions that are in the public interest, are fair and objective, and are based on sound evidence and expert knowledge.

8. Professional billing standards and practice guidelines

The Board reviewed the draft Billing Standards recommended by the Professional Practice Committee for approval to proceed to consultation with registrants and system partners.

MOTION to approve the draft Billing Standard and FAQ, in principle, for consultation with registrants and system partners.

Moved by: N. Viveky

Seconded by: D. van Engelen

Carried

Public interest rationale: The draft Billing Standards will clarify billing expectations for dietitians, allowing the College to operate with professional accountability, transparency and equity.

9. Reduction in term limits

The Committee reviewed the feedback from registrants and other system partners on the reduction of term limits for board and committee members from nine consecutive years to six consecutive years. The feedback revealed support for the reduction of term limits, with the common view that lowering the minimum term of service would encourage a wider range of ideas and perspectives, while also creating opportunities for other registrants to participate.

MOTION to approve the changes to Bylaw 1 to reflect the reduction of term limits for board and committee members from nine consecutive years to six consecutive years.

Moved by: T. Taillefer

Seconded by: G. Semikhnenko

Carried

Public interest rationale: Reducing the maximum term of service for board and committee members is reflective of modern governance practices intended to strengthen public trust in the regulatory framework.

10. Code of conduct and email policy

The Board reviewed proposed revisions to the Code of Conduct Policy, which were updated to reflect expectations regarding the use of new CDO email accounts for Board and committee members. The board agreed that it would immediately move to using CDO email accounts, rather than a staggered approach with continued use of both personal and CDO emails.

MOTION to approve the revisions to the Code of Conduct policy, as proposed.

Moved by: T. Taillefer

Seconded by: D. Weir

Carried

Public interest rationale: Regularly reviewing and updating the Board's code of conduct ensures alignment with evolving legal and ethical standards and public expectations, promoting transparency, accountability and ethical decision-making. This ongoing commitment helps protect the public interest, enhances trust, and supports effective governance.

11. Conflict of interest policy review

The Board reviewed the Conflict of Interest policy and concluded that no changes were necessary.

Public interest rationale: Regularly reviewing the conflict of interest policy helps ensure transparency, accountability and ethical decision-making, which are essential for maintaining public trust. It also allows the board to stay compliant with evolving public expectations and reinforces a strong culture of integrity within the organization.

12. Health Professions Discipline Tribunal

Guest D. Wright, College of Physicians and Surgeons of Ontario, presented information on the Health Professions Discipline Tribunal (HPDT) to the Board for consideration, including its structure, expertise of the adjudicators and secretariat services.

The Board considered the option of joining the HPDT from the perspectives of cost, expertise, and public interest, noting that the CDO currently has limited discipline cases.

The Board expressed interest in taking a closer look at the costs incurred by CDO in conducting a hearing. Understanding these costs will support the Board in making an informed decision about whether to join the HPDT .

MOTION to defer making a decision pending additional information or discussion.

Moved by: D. van Engelen

Seconded by: N. Viveky

Carried

Action items:

- Compare the cost of joining the HPDT with the expenses involved in conducting discipline processes internally at CDO, including those related to training, legal counsel, and logistical support, for consideration at the September board meeting.

Public interest rationale: Ensuring that discipline cases are overseen by experienced adjudicators through a standardized, transparent, and efficient process serves the public interest by promoting fairness, consistency, and timely resolution.

13. Updates to the PLAR policy

New registration regulations, which include both entry-to-practice and administrative changes, came into effect on May 20, 2025. The Board reviewed the revisions to the following registration policies to align with these new regulations:

- 6-10: Eligibility for PLAR, which details the criteria for attempting the Knowledge and Competence Assessment Tool (KCAT) and the Performance-Based Assessment (PBA), along with the required documents and procedures.
- 2-10 Assessing Academic & Practical Training, which outlines the procedure in assessing the equivalency of the applicant's academic and practical training qualifications.



In its discussion, the board noted that these policies are not reciprocal with Australian or US regulatory bodies. Recognizing the pronoun update in the new regulation, the Board flagged that translating the amendments to Policy 6-10 will require translation for they/them .

MOTION to approve the revocation of Policy 2-10, to remove credential assessments and independent practicums as per the registration regulations.

Moved by: N. Viveky

Seconded by: T. Taillefer

Carried

MOTION to approve the 18-month transition timeline for candidates to complete independent practicums which have already begun.

Moved by: D. van Engelen

Seconded by: N. Viveky

Carried

MOTION to approve the proposed amendments as presented, to Policy 6-10, to reflect the registration regulations.

Moved by: T. Taillefer

Seconded by: D. van Engelen

Carried

Action items:

- Policy 6-10 to be updated to reflect they/them pronouns in keeping with the new legislation.
- Ensure that the French translation of policy 6-10 reflects they/them pronouns in keeping with the new legislation.

Public interest rationale: Ensuring the College's registration policies appropriately assess entry-to-practice competencies helps safeguard the public by allowing only those applicants who can provide safe, ethical, and competent care to become registered.



The Board moved in camera at this time. This concludes the public portion of the meeting.

14. Adjournment

MOTION to adjourn at 3:49 p.m.

Moved by: TBD

Carried: D. Weir